



# Mary C. Howse Elementary School

*We are one family, one school, and one world*

Jackie Pavlo, Principal

## REQUEST FOR FAMILY TRIP ABSENCE FORM

*(Please Print)*

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Home Room # \_\_\_\_\_

Date of Request: \_\_\_\_\_

I/We hereby request to take our child \_\_\_\_\_, grade \_\_\_\_\_,  
homeroom teacher \_\_\_\_\_, on a trip that we consider to have  
educational value during regularly scheduled school time.

The date(s) of the trip are \_\_\_\_\_.

The destination is \_\_\_\_\_.

***In order for the faculty to be notified, this request must be submitted to the Principal no fewer than five (5) days prior to the proposed trip. It is understood by both the parents and the student that the student's teacher will be notified of the above absence.***

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Please note that parents or guardians will only be notified if any or all of the request is NOT approved.**